

# **EVIDENCE TECHNICIAN TRAINEE**

## **SELECTION PROCESS**



**Prepared by**

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# **EVIDENCE TECHNICIAN TRAINEE SELECTION PROCESS**

The application and selection process includes multiple steps designed to fully examine the applicant's knowledge, skills, and abilities related to the position of Evidence Technician Trainee. The following information is provided so that you may know exactly what is expected of an applicant.

## **APPLICATION PROCESS**

Applications are only accepted at certain times of the year when a vacancy occurs. Interested applicants should periodically check for posting by going to [www.louisvilleky.gov/HumanResources](http://www.louisvilleky.gov/HumanResources).

## **Minimum Requirements**

High school diploma or its equivalent.

Associates Degree from an accredited College or University in Forensic Science, Biology, Chemistry or a closely related field. OR

Two years of experience of processing crime scene evidence.

## **Special Requirements**

Persons having felony convictions, or who have any criminal action pending against them will be disqualified. An applicant may also be disqualified for multiple misdemeanors, an unacceptable criminal record, or multiple traffic violations.

Anyone who is a current user of illegal drugs; who has bought or sold marijuana within three years prior to time of application; or who has bought or sold any controlled substance or narcotic drug without a prescription within six years prior to time of application may be disqualified.

May be required to take a blood or urine test for drug detection.

Must submit to a pre-employment polygraph test.

Must possess and maintain a valid driver's license.

Must differentiate various colors of color coded buttons and lights.

Must pass a medical examination and a physical agility test.

Must be vaccinated for hepatitis B, have provided evidence of immunity, or have signed a declination form within ten days of initial assignment.

Must wear protective and/or safety equipment as mandated by OSHA

Must work a varied schedule.

## **Preview of Job**

Evidence Technicians work under conditions with very unpleasant sights and smells such as decaying or burnt human flesh. Some crime scenes that Evidence Technicians attend include:

- Homicides
- Suicides
- Fatal Car Accidents
- Autopsies
- Bank Robberies

Evidence Technicians must also perform various physical tasks to collect evidence such as:

- climbing ladders
- crawling in tight spaces
- carrying various ETU equipment.

Evidence Technicians must be available to work weekends, extended shifts, and be on call. While precautions are taken to ensure the safety of the Evidence Technician, exposure to dangerous chemicals and bodily fluids is possible.

Evidence Technicians perform various duties:

Transports evidence to and from laboratories.  
Places evidence in property room.  
Assigns evidence an exhibit number and ETU case file number.  
May testify in court.  
Assists in collecting, preserving and processing physical evidence.  
Assists in processing and developing latent fingerprints from living and deceased individuals.  
Assists in photographing physical evidence and the crime scene.  
Assists in performing field tests on chemicals, body fluids and foreign substances found at crime scenes.  
Assists in preparing reports.  
Enters data and sends email via computer.  
Writes clear and concise reports and diagrams crime scenes.  
Attends autopsies for collection of evidence and to take photographs.  
Performs related work.

## **SELECTION PROCESS**

**Evidence Technician Trainee Written Examination (50%)** - Applicants will be provided with a handbook as study material for the written examination.

- A. Physical Evidence Handbook  
Questions will come directly from the Physical Evidence Handbook and will be multiple-choice format.
- B. Observation  
Candidates will view various real-life crime scene photographs for 30 seconds each. Following each photo will be 3-5 multiple choice items based on the photographs. This portion of the exam will assess the candidate's observation skills.

**Evidence Technician Trainee Job Simulation (50%)** - Applicants will also participate in a job simulation consisting of multiple parts:

A. Logging in Evidence

Candidates will be given pictures of a variety of pieces of evidence. Candidates will write a brief detailed description of the items in the pictures. Responses will be graded based on accuracy, attention to detail/thoroughness, and written communication skills (spelling, understandable, etc).

B. Scene Description

Candidates will view a video of a real-life crime scene. Based on the video, candidates will write a detailed description of the scene. Responses will be graded based on accuracy, attention to detail/thoroughness, and written communication skills (spelling, grammar, punctuation, appropriateness of response, etc).

**Physical Ability Test (Pass/Fail)** - Candidates will go through a physical ability test consisting of the following:

- 1) Ladder Climb – Climb up a 20 ft ladder to a flat rooftop, dismount, and then climb down the ladder.
- 2) Equipment Carry - Remove a step ladder, toolbox, flashlight, and camera bag from an ETU vehicle. Carry the ETU equipment up a couple of flights of stairs. Crawl through a confined space tunnel (approximately 3 ½ ft. tall) for approximately 20 feet. Carry the ETU equipment back down the stairs and load it back into the ETU vehicle.
- 3) Driving Course – Drive a course using an ETU vehicle.

**Additional Steps in the Selection Process** – Top-ranking applicants, as determined by the written exam and job simulation, will undergo further steps of the selection process:

A. Medical Examination and Medical Screening

B. Polygraph Examination

C. Extensive Background Check through NCIC